

**Nasonville Fire District  
2577 Victory Highway  
Nasonville, Rhode Island 02830**

**November 10, 2014**

**1. Call to Order:**

Chairperson Janet Raymond called the operating committee meeting to order at 7:02 PM.

**Members present:** Board Members: Janet Raymond (Chair), Gerry Lapierre, Bettie Hatzell, Bob Allard, Renee Boiteau, and Jenn Zuba, Paul Wright (7:04). Other district members: Christine Chretien (District Clerk), Ron Lapierre (Treasurer), Michael Gingell (Interim Chief).

**Opening Statement**

To the best of our ability we are conducting this meeting in a truthful and proper manner for the residents of the Nasonville Fire District.

**2. For the good and welfare of the district.**

- Janet Raymond told the committee that a note from Mrs. Jane Desautell (widow of Robert Desautell) was sent thanking the Chief for his assistance in helping her to obtain widow benefits after the death of her husband.
- Chief Gingell welcomed Edward Blanchard back to service for the department and Bob Allard was welcomed to the Operating Committee.
- Committee Member Renee Boiteau submitted a letter of resignation to the committee. She will be moving out of the district.
- Janet Raymond asked if anyone knew of anyone interested in being on the committee and if so, interested party should submit a letter of interest to the committee.
- Chief Gingell to look into DEM at George Washington in Glocester issuing fire permits if no one is available at the station.

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**10. New Business**

**d. Election of Officers**

- i. Chairperson** - Bob Allard made a motion that Janet Raymond remain as Chairperson. Gerry Lapierre seconded the motion. All were in favor and the motion passed.
- ii. Vice Chairperson** – Janet Raymond made a motion that Bettie Hatzell fill the position of Vice Chairperson. Bob Allard seconded the motion. All were in favor and the motion passed.
- iii. Clerk of the Works** – Bob Allard mad a motion that Gerry Lapierre fill the position of Clerk of the Works. Paul Wright seconded the motion. All were in favor and the motion passed.

**4. Receive Chief's Report**

Chief reviewed report and emailed a copy to the clerk.

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(401)568-5020

MONTHLY REPORT...OCTOBER, 2014

FIRE RELATED...14	TOTAL ALARMS FOR THE MONTH...58
RESCUES...43	TOTAL ALARMS FOR YEAR...585
FALSE ALARMS...0	
MUTUAL-AID RECEIVED FOR RESCUES...18	*Oakland/Mapleville..17x Harrisville..1x

MUTUAL-AID RECEIVED FOR FIRES...3

\*Oakland/Mapleville..1x  
Harrisville..1x , Pascoag..1x

MUTUAL-AID GIVEN FOR RESCUES...26

\*Oakland/Mapleville..24x,  
Chepachet..1x; NSFD..1x

MUTUAL-AID GIVEN FOR FIRES...6

\*Oakland/Mapleville..5x,  
North Smithfield..1x

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#### REMARKS

\*Note this report reflects the standing mutual responses between the Oakland/Mapleville Fire District and the Nasonville Fire District.

1. Department Members participated in 2014 Fire Prevention Programs and activities in the Harrisville Fire District.
2. Station Generator is in 100% state of emergency readiness.
3. 10-22-2014 RI State EMS Meeting, Warwick, RI @ 10:00 AM on Ebola guidelines per State of RI EMS Protocols.
4. 10-22-2014 Landmark Medical Center, Woonsocket Hospital @ 7:00 PM medical control Ebola meeting. Directives per local medical control.
5. 11-1-2014 Burrillville Fire Departments in conjunction with Burrillville Fire Dispatch has implemented RI EMS approved dispatch screening protocol for Ebola emergencies.
6. November 12, 2014 @ 6:30 PM Nasonville Fire Department members had town-wide hands on training session for Ebola emergencies.

Note: Nasonville Fire Department is complying with and following State of RI Department of Health EMS Division guidelines and protocols. Other resources are CDC, RI Fire Chiefs' Association and VFIS.

Interim Fire Chief Gingell along with EMS Captain Reilly and EMS Lt Jacob actively working on this topic – Ebola – preparing and planning.

We are also working on a 2015 EMT license recertification program.

Nasonville Fire Department had several no responses to emergencies during the month of October 2014:

Mutual aid fire related request unable to respond no crew:

- 1 to Pascoag
- 1 to Oakland/Mapleville
- 2 to Harrisville

Mutual aid rescue/EMS related unable to respond no crew:

- 1 to Pascoag
- 4 to Oakland/Mapleville

Rescue calls in the Nasonville Fire District unable to respond no crew:

4 total

Respectfully Submitted,

Michael E Gingell, Interim Fire Chief

- Chief also discussed 5 days of station coverage vs. current 7 days of coverage and indicated that there is less coverage during the evenings and on weekends. He questioned if it was better to have more coverage during the evenings and weekends and less coverage during the day. After some discussion, he indicated that his preference was to leave the coverage as is right now in anticipation of the 6 new fill-ins being hired and that the situation should be re-evaluated January 1, 2015.
- Chief also mentioned that Ed offered to build a support for the boat when it's moved outside. The support will help protect the boat during the winter months. Jake Haggerty has offered to help.

Bettie Hatzell made a motion to accept the Chief's Report and was seconded by Bob Allard. All members approved the motion and the motion was passed.

#### 5. Receive Fire Marshal Report

The Fire Marshal's report was not ready and will be discussed at next month's meeting.

#### 6. Approve minutes from the previous month's meeting

The minutes from the October monthly district meeting were submitted for review. A correction will be made to Item #7 (duplication of information). A motion to accept these minutes was made by Bettie Hatzell and seconded by Gerry Lapierre. All members approved the motion and the motion was passed.

#### 7. Consider, review, and approve Bills & Receipts

Janet Raymond discussed receiving a \$12,000 attorney bill that needed to be paid but was not included with the monthly bills. Renee Boiteau made a motion to pay the monthly bills including the \$12,000 bill from the attorney. Motion was seconded by Bob Allard. All members approved the motion and the motion was passed.

#### 8. Receive the Treasurer's Report

**Account Balance Sheet as of October 31, 2014**  
**"NFD Budget Report for period 10-1-2014 to 9-30-2015"**  
**Income FY 2015: Actual Income YTD:**

	<b>NFD Budget Report</b>	
<b>INCOME</b>		
	3rd Party Billing	\$14,299.61
	Interest Income	\$44.40
	Tax Collection	\$3,947.53
	<b>Total Income</b>	<b>\$18,291.54</b>
<b>EXPENSE</b>		
	Total Building Expenses	\$224.69
	Total Firefighting Expense	\$695.86
	Total Operating Expense	\$373.58
	Total Paid Coverage	\$14,890.33
	Total Utilities	\$364.90
	Total Vehicle	\$1,321.64
	<b>Total Expenses</b>	<b>\$17,871.00</b>
	<b>Overall Total</b>	<b>\$420.54</b>
<b>ASSETS</b>		
	<b>Cash &amp; Bank Accounts</b>	
	BOA Business Economy Chk 2230	\$3,284.92
	Navigant 2002-00 Savings	\$5,371.14
	Navigant 2010-01 Checking	\$4,635.79
	Navigant 2028-02 3rd Party	\$15,165.55
	Navigant 595132-02	\$79,675.93
	<b>Total Cash &amp; Bank Accts</b>	<b>\$108,133.33</b>
	<b>Other Assets</b>	

	District Station Assets	\$988,900.00
	Rescue 3rd party A/R	\$7,966.93
	Taxes in Arrears Prior Years	\$17,234.32
	<b>Total Other Assets</b>	<b>\$1,014,101.25</b>
	<b>Total Assets</b>	<b>\$1,122,234.58</b>
	<b>Liabilities</b>	<b>\$0.00</b>
	<b>Overall Total</b>	<b>\$1,122,234.58</b>

Ron Lapierre explained that the BOA account was set up incorrectly by the bank and the District was charged fees on the account in error. BOA will be refunding the fees which amounted to about \$1,500 to \$2,000 over the 2 – 3 year period. Signatures will be required on documents to receive the reimbursement of the funds. Once the reimbursement is received, the account will be closed.

Bettie Hatzell made a motion to approve the Treasurer's Report and Gerry Lapierre seconded the motion. All members approved the motion and the motion was passed.

Ron also mentioned that a new laptop computer had been purchased to be used by the District Clerk. This will allow all meeting minutes to be kept in one place and allow for easier record keeping. Christine Chretien will look into using the laptop to record meeting minutes rather than using a tape recorder.

A new public address system was also purchased for use by the district.

## 9. Old Business

- 3rd Party Subcommittee Update - Janet Raymond. Reports were not ready and Janet will provide an update at next month's meeting.
- Hiring Committee Update - Gerry Lapierre. Gerry reported that 6 new candidates have been approved to be hired. Two of the new hires have paramedic experience and two have national certification and will need RI certification.
- Social Media Policy – no update.
- Letter to North Smithfield Fire Department Operating Committee – Letter had not been sent because there is a clause in union contract that does not allow the members to work in other fire departments so there was no point in bringing it to the North Smithfield Operating Committee for consideration.
- Bid for Third Party Receivables – Janet Raymond received information from Dawson but it still includes Nasonville residents and others that should not be on the list. Decision was made to table sending out for bid until the data can be "scrubbed".
- Increase Stipend Pay for Volunteers – Discussed increasing stipend in order to incent more coverage for the 11:00 PM to 7:00 AM shift. Committee decided on the following: (1) CPR & Fire Level 1 (qualified to drive Medic 3) - \$50 stipend; (2) EMT Basic - \$60 stipend; (3) EMT Cardiac - \$80 stipend. Bettie Hatzell made a motion to accept the increases as stated and Paul Wright seconded the motion. All members approved the motion and the motion was passed.

## 10. New Business

- Mailing address change – Janet Raymond proposed changing the mailing address to the PO Box 650 rather than use the station address. Bettie Hatzell made a motion to change the address and Paul Wright seconded the motion. All members approved the motion and the motion was passed.
- Direct Energy Contract – Janet Raymond will need to discuss with John Mainville. Rates with National Grid are increasing and a better deal is being offered with Direct Energy but the Town of Burrillville needs a quick response.
- List of Meeting Dates for the New Fiscal Year – Meeting dates for the upcoming year are the following: December 9, 2014, January 13, 2015, February 10, 2015, March 10, 2015, April 14, 2015, May 12, 2015, June 9, 2015, July 2015, August 22, 2015, September 8, 2015, October 13, 2015, November 10, 2015 and December 8, 2015. Budget meetings will be held on August 25, 2015, September 15, 2015 and September 29, 2015. The Annual Meeting will be held on October 17, 2015.

### **9e. Executive Session**

Motion made by Bettie Hatzell to go into Executive Session and seconded by Renee Boiteau. Executive Session began at 8:39 PM and ended at 9:49 PM.

General meeting resumed at 9:51 PM.

**Members present:** Board Members: Janet Raymond (Chair), Gerry Lapierre, Paul Wright, Bettie Hatzell, Jenn Zuba, Renee Boiteau. Other district members: Christine Chretien (District Clerk), Al Boiteau, John Mainville (Tax Collector), Bob Allard, Ron Lapierre (Treasurer).

### **3. Receive Tax Collector's Report**

Tax collections for October were \$1,255.08. There were two redemptions totaling \$2,692.45. John Mainville will be working on state reporting as it needs to be started within 30 days of the annual meeting. The tax bill due date is January 17, 2015 and the bills will go out at the end of November. Final tax rate still needs to be confirmed but John thinks it will be \$1.94. Bettie Hatzell made a motion to accept the Tax Collector's Report and the motion was seconded by Paul Wright. All members approved the motion and the motion was passed.

### **11. Adjournment**

There being no further business, Bettie Hatzell made a motion to adjourn at 9:59 PM and Renee Boiteau seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted,

Christine A. Chretien  
District Clerk